

FAQ – Frequently asked questions

1. What are the library hours?

9.00 A.M to 8.00 P.M.
Semester break: 9.30 A.M. to 5.30 P.M

Library is closed on Sunday and other holidays.

2. What are the telephone numbers for contacting the Library?

Phone: + 91-5944-233557 (O)
Fax: + 91-5944-233473

3. How many books can I check out at a time?

UG students: 04 reader's cards, 4 books at a time for 15 days.
PG students: 07 readers' cards, 7 Books at a time for 15 days.
Teachers : 10 books on their pass book for 1 month/semester.
Other staff : 02 to 05 books at a time for 15 days.

4. How do I borrow and renew the books?

To borrow books from the library take those books with your barcoded ID and reader's cards to the circulation desk, and the staff will check them out to you. As long as no other library patron needs them, you can renew books.

5. What do I do about overdue charges?

Overdue charges are about to books/reading materials when overdue
Re. 1/- per book per day
Re.1/- per hour for overnight issue

6. What if an item I need is checked out to somebody else?

You can submit a request verbally or in written on circulation counter.

7. What I have to do if I lost my library card?

Report your lost or stolen library card to the Library as soon as possible to prevent others from charging materials to your account. Reader's cards are not transferrable. You are responsible for all items charged to your card until its loss is reported. Library staff will issue a new replacement card the next time you visit the library. Duplicate card processing fee is Rs 5/-for one card.

8. What I have to do if I lost or damage the book I borrow?

If library book is lost, latest cost of the book plus overdue charges will have to be paid by the borrower. Books returned with damage condition that permits withdrawal from the collection will be treated as lost.

9. How are the books arranged in the library?

The books are shelved according to Dewey Decimal System. You can check the location of the books by the decimal numbers on the spine of the books. If you have trouble finding the books you want, ask a reference librarian for help.

10. Where do I ask if I have a question?

The Reference desk acts as the point of contact for enquiries. You can put up your queries about library materials before Reference Librarian for assistance.

11. How do I donate books or other materials to the Library?

Write an application to the Librarian for donation of books and other materials and attach the list of them.

12. How do I print or make copies in the libraries?

There is reprography section for making copies of required materials.
Cost of photocopy: Re. 0.70/-

13. How to I ask the library to purchase materials?

You make recommendation for the required materials through proper channel i.e. from your department or contact the Librarian.

14. Can a student suggest books for purchase?

Students are invited to suggest 5-10 books in their subject with their author, title and publisher endorsed by their teacher/adviser. Students may suggest new publication that they find useful for their course including competitive books and general knowledge books. The proforma is available on circulation counter. The filled formed is to be submitted to the circulation/reference desk.

15. What kind of reading materials is available in Reserve section?

Reserve section has the collection of PhD thesis, Dissertations, magazines and books available in single copy.

16. What is overnight issue?

Magazines, books available in single copy are issued for overnight.

Issue timings: 5.00 P.M.-

17. What type of materials cannot be loaned?

Reference materials stacked in Reference section i.e. dictionaries, encyclopaedias, manuals, annual reports etc. cannot be loaned.

18. How do I access electronic resources?

From library web page, **New Online Access** allows you to find electronic resources.

19. Who can use online resources available through the University Library webpage?

Access to most e-resources is restricted to current university faculty, students and staff.

20. What electronic resources are available in the library?

The Library subscribes online databases and CD-ROM databases to help you with your research. We subscribe to Springer online, CeRA, Annual Reviews, ScienceDirect and other online resources. CD-ROM databases i.e. AGRICOLA, AGRIS, BIOSIS, CAB, COMPENDEX, FSTA are available on library web page.